

1-30-19

**Article \_\_\_\_**

**UNION SECURITY**

Section 1 SWs are free to decide whether or not they wish to join the Union and pay membership dues and fees. A SW shall not be required to become a member of the Union as a condition of employment.

Section 2 If a SW is a member of the Union or if a SW decides to join the Union, and provided such SW is working on a non-hourly basis and on an appointment for at least one semester, they may choose to have their Union membership dues and fees deducted from each paycheck provided they have signed an authorization for such deductions in a form acceptable to the University. The Union shall provide the University with the amount of Union membership dues and fees that a SW who joins the Union must pay.

Section 3. Upon receipt of such signed authorization from an eligible SW as defined in Section 2 above, the University shall deduct Union membership dues and fees from each paycheck. The University shall remit the dues and fees to the Union, together with an electronic list of names of the SWs from whom deductions were made. The electronic list shall contain the employee's name and Harvard University Identification Number, amount of dues/fees deducted, and gross wages.

Section 4. Deductions shall commence for the first full pay period following receipt of the written SWs authorization and shall continue unless affirmatively revoked by the SW. The University is not required to make retroactive deductions. In order for the deductions to be made, the authorization cards must be received by the University's designated representative by the fifteenth (15th) day of the month preceding the month when the checkoff is to begin.

Section 5. The University shall electronically transmit to the Union within fifteen (15) business days after each payday, all dues and fees deducted for that pay period in accordance with Section 4 above.

Section 6. The Union agrees that it will reimburse the University for any costs and indemnify and hold the University harmless from any claims, actions, or proceedings by any person or entity or any action taken or not taken arising from any deductions made under this Article.